This room is coordinated by the Extron Control Panel mounted on the podium. The Podium Computer and other equipment is located in the black cabinet.

### Getting Started
1. Locate the Black Control Panel on podium.
2. Press the On button.

### Adjusting the Volume
1. Turn the Volume knob on the Control Panel.
2. No Audio from Podium? Check the Volume icon on the podium computer.

### Using the Podium
1. Open the cabinet and power on the Podium Computer.
2. Turn on the monitor (if necessary).
3. Log in with your Norse Key
   - It may be necessary to wait 30 - 60 seconds before logging in to allow the system to start all services and connect to the network.
4. To display on the LCD Projector, press PC on the Control Panel.

### Using a Laptop
1. Locate and plug in the laptop video/audio cable.
2. Press Laptop on the Control Panel.
3. Start the laptop or press the LCD/CRT key (often FN+F8 on Windows laptops).

### Using the DVD or VCR Player
1. Select DVD/VCR from the Control Panel on the podium.
2. Insert the DVD or VHS Tape into the machine.
3. Use the remote or buttons on the machine to control the video.

For assistance, contact the LIS Technology Help Desk at x1000.
Using the HDMI Input
1. Select HDMI from the Control Panel on the podium.
2. Insert the HDMI cable into your laptop.
3. If the image does not show up, adjust the resolution of your laptop.

Using the Document Camera
1. Select DOC CAM from the Control Panel on the podium.
2. Turn on the document camera.
3. Place the documents under the camera to view them on the projector.

Using the AV Mute
*The AV Mute button will mute all audio and show a blank projector image.*
1. **To Enable AV Mute**
   a. On the Control Panel press the AV MUTE button.
   b. Ensure that the button is now lit green.
2. **To Disable AV Mute**
   a. On the Control Panel press the AV MUTE button.
   b. Ensure that the button is no longer lit.

Using an iOS Device or Mac Laptop Without a Cable
1. Start the Podium and Projector following the “Using the Podium” instructions above.
2. Click the AirPlay icon on the device or laptop and select this space.
3. From the Podium Computer, accept the request.
4. Turn off AirPlay from the device when finished.

Using the Wireless Keyboard and Mouse
1. Ensure the switch on the Mouse is On and move it on a surface to wake it up.
2. When finished, return the Keyboard and Mouse to the podium drawer.
3. When new batteries are needed, contact the LIS Technology Help Desk.

Shutting Down
1. On the Control Panel, press the Off button.
2. Log off the Podium Computer
3. Leave everything else powered on.

For assistance, contact the LIS Technology Help Desk at x1000.